



1804 Scott Road, Suite 303 o P.O. Box 872
Freeland, WA 98249

Phone: 360-331-5494 Fax: 360-331-5414
www.portofsouthwhidbey.com

Fairgrounds Maintenance Technician Position Description

Position Description

This is a full-time non-exempt position. This position performs routine maintenance on buildings, facilities and equipment, groundskeeping, and janitorial duties to ensure the Fairgrounds is clean and well-maintained. Employee will report to the Fairgrounds Director and is required to perform the following duties and undertake the following responsibilities in a professional manner.

Minimum qualifications

A successful candidate must have the ability to manage multiple projects and must have excellent interpersonal and communication skills, and the ability to work independently.

- Ability to assess maintenance issues and improvement projects, provide a plan for a solution, while completing or overseeing many of those projects individually.
- Ability to operate and use various tools/machines required to perform groundskeeping and maintenance tasks (i.e. lawn mower, leaf blower, power tools, pressure washer, etc.).
- Ability to work well alone/self-guided.
- Valid Washington State Driver License required.
- Experience conducting routine maintenance tasks: carpentry, plumbing, electrical repairs.
- Have a desire to help our team grow, restore, and care for the many barns, event spaces, and historical buildings at the Whidbey Island Fairgrounds.
- Have a positive attitude and enjoy working with a team.
- Support plans for art projects along-side repairs and minor improvements.

Essential Duties

- Implement maintenance management programs, including preventative maintenance, for facilities on the Fairgrounds and Campgrounds.
- Creating and implementing maintenance schedules for equipment such as mowers, vehicles, and other small engines.
- Work with other Fairgrounds staff to create work orders and goals/timelines for work order completion.
- Small repair and improvement projects such as installing windows and doors, replacing fencing, minor electrical repairs and upgrades, barn repairs, carpentry, and plumbing repairs.
- Assist the Fairgrounds Director and other Port of South Whidbey employees in project completion, and both short and long-term planning.
- Provide customer service to Fairgrounds tenants and businesses with maintenance requests.
- Work varied hours, including evenings, weekends and some holidays.
- When required, provide support to events occurring on the Fairgrounds.
- Perform routine janitorial duties: sweep, mop, clean toilets, clean sinks, clean showers, replace light bulbs, refill paper products, empty trash cans, and wipe down mirrors and other surfaces.
- Groundskeeping: mowing, tree trimming, and cut/control blackberry brambles, etc.
- Collect trash from trash receptacles.
- Maintain RV dump site cleanliness.
- Perform other maintenance duties as assigned by the Fairgrounds Director.



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Work Environment

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents.

Physical Demands:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer and to inspect Fairgrounds facilities and surroundings; strength and stamina to perform minor-to-moderate maintenance and repairs to facilities and equipment and to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

ADA Compliance:

Physical Ability: Tasks Involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Benefits – Full Time non-exempt employee

- Wage range is: \$20.00 - \$23.00 per hour (depending on experience).
- \$600/month healthcare stipend.
- \$40/month mobile phone stipend.
- Position includes the option for supplemental insurance with Colonial Life.
- Position is eligible for enrollment in the Port's SIMPLE IRA program with a 3% Port match during the open enrollment period (Nov – Dec) if \$5,000 in gross pay is earned prior to the end of the calendar year in the first year of employment.
- Sick Leave (1 hour accumulated for every 40 hours worked)
- Vacation (80 hours annually, prorated)
- 11 Paid Holidays
- Personal Leave (48 hours annually, prorated)